



## REPORTING REQUIREMENTS OVERVIEW PARTNERSHIP AGREEMENTS

For awards made after October 1, 2017

January 2020

This overview is for State Arts Agencies and Regional Arts Organizations that receive Partnership Agreements from the National Endowment for the Art.

See your official award documents, request funds, make changes to your projects, and submit final reports through the National Endowment for the Arts online grants management system **REACH** at,

<https://grants.arts.gov/eGMS-Reach/Login.aspx>.

User names for **REACH** were provided in your offer and award notifications. To add additional people to access the award go to **REACH** and click on the **Changes Tab** inside the specific award.

Guidance and instructions for your Partnership Agreement are at <https://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-saa-rao>.

The reporting requirements for your Partnership Agreement award, including specific reporting requirements related to Poetry Out Loud and subgranting activity subject to the Federal Funding Accountability and Transparency Act (FFATA) reporting, are described below.

### I. FFATA REPORTS

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The FFATA requires that the pass-through entities, those that make subawards with federal funds (this is your agency or organization), report all subawards made with \$25,000 or more in federal funds.

This information is submitted via the Federal Subrecipient Reporting System at [www.fsr.gov](http://www.fsr.gov) and subsequently made available to the public at [www.USASpending.gov](http://www.USASpending.gov).

You are required to file these reports by the end of the month following any month in which you make a subaward with \$25,000 or more in federal funds.

### II. PROGRESS REPORT

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Generally, only one progress report will be required during the period of performance. It is part of the Payment Request form that is access via **REACH** through the **Payments Tab** for a specific award.

The Progress Report is due the first time the **cumulative amount** requested EXCEEDS two thirds (2/3) of the award amount. The Progress Report **must** include a description of grant supported activities that:

- Have been undertaken since the grant period start date, and
- Are scheduled for the remainder of the grant period.

### III. POETRY OUT LOUD REPORTING REQUIREMENTS

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SAA's receiving funding for Poetry Out Loud activities must also provide information about state contacts and school participation, as well as a Final Report as follows:

- An Excel spreadsheet,
  - ✓ Due by the last Friday in January.
  - ✓ Of **lead contacts** and estimates of **student and teacher participation**.
  
- POL Final Report,
  - ✓ Due by the last Friday in June.
  - ✓ Report form available at <https://www.arts.gov/sites/default/files/FY19-Poetry-Out-Loud-4.1.19.pdf>.

Email all materials to [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov). See the resources on the Poetry Out Loud website ([www.poetryoutloud.org](http://www.poetryoutloud.org)) for additional information.

#### IV. FINAL REPORTS

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Submit Final Reports through the **Reports Tab** for your award in **REACH** no later than 90 days after the grant period end date. You will be ineligible for any National Endowment for the Arts awards if you fail to submit required and acceptable Final Reports for previous awards. Go to <https://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-saa-rao> for Final Reports instructions.

The Final Report includes:

- **Federal Financial Report (FFR).**  
This must reflect only expenditures charged to the federal or recipient shares that are compliant with the General Terms & Conditions for your Partnership award.
  
- **Final Descriptive Report (FDR).**  
This may include activities conducted as part of the broader State Arts Plan.

**OMB No. 3135-0140 Expires 12/31/2021**

#### PRIVACY ACT

The following notice is furnished in accordance with the Privacy Act of 1974, 5 U.S.C. 552a: This information is solicited under the authority of the National Foundation on the Arts and the Humanities Act, 20 U.S.C. 951 et seq. and is used for the purpose of grant awards. Personal data including home address and home telephone number will not be released and is exempt from disclosure under FOIA exemption (b) (6). Failure to provide the requested information could result in rejection of your application.

#### PAPERWORK REDUCTION ACT STATEMENT

The public reporting burden for this collection of information is estimated at an average of one hour per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: [webmgr@arts.gov](mailto:webmgr@arts.gov), Attention: Reporting Burden. Note: Applicants/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.